

REQUEST FOR PROPOSALS

Issue Date: November 22, 2008

RFP# 08-09

Title: A/E SERVICES FOR REPLACE ROOF
NORTHERN VIRGINIA MENTAL HEALTH INSTITUTE
3302 GALLOWS ROAD
FALLS CHURCH, VIRGINIA

Project Code: 720-10880-28-07

Commodity Code: PROFESSIONAL SERVICES

NOTE: The offeror must have registered in eVA prior to the deadline for submission of responses to this RFP to be eligible for the award of this contract for professional services.

Issuing Agency & Address: Commonwealth of Virginia
Department of Mental Health, Mental Retardation and
Substance Abuse Services

Location of Work: Falls Church, Virginia

Period Of Contract: Single project services

All inquiries for information should be directed to:
Daniel E. Long Phone #: (804) 371 - 0085

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, DELIVER TO:

Department of Mental Health, Mental Retardation and Substance Abuse Services
(U.S.P.S.) Office of A&E Services, 7th Floor
P.O. Box 1797
Richmond, Virginia 23218-1797

(Other Delivery) 1220 Bank Street,
Office of A&E Service, Room 731
Richmond, Virginia 23219

Sealed proposals for furnishing the services described herein will be received until 4:00 p.m. local time on December 22, 2008. **Proposals must reach the above address by the deadline stated.**

In compliance with this Request For Proposals, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:

Date:

By

(Signature in Ink)

Typed Name:

 Zip:

Title:

FEIN/SSN #

Telephone No. ()

PRE-PROPOSAL CONFERENCE: *A pre-proposal conference will be held at 10 am on Thursday, December 4, 2008, at the Northern Virginia Training Center at 3302 Gallows Road in Falls Church, VA.*

Proposer ☐ DOES ☐ DOES NOT consider his/her firm to be a minority business.

Proposer ☐ IS ☐ IS NOT certified as a minority business by the Virginia Department of Minority Business Enterprise. If applicable, attach copy of certification.

Contractor ☐ DOES ☐ DOES NOT consider his/her firm to be a women-owned business.

Proposer ☐ IS ☐ IS NOT certified as a women business by the Virginia Department of Minority Business Enterprise. If applicable, attach copy of certification.

Contractor ☐ DOES ☐ DOES NOT consider his/her firm to be a small business.

Proposer ☐ IS ☐ IS NOT certified as small business by the Virginia Department of Minority

Business Enterprise. If applicable, attach copy of certification.

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NOTE: Electronic copies of A/E Data Forms (AE-1 through AE-6) and of the "Small Businesses and Businesses Owned by Women & Minorities" forms are available for download at the following website: <http://forms.dgs.virginia.gov/>

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. **The offeror must have registered in eVA prior to the deadline for submission of responses to this RFP to be eligible for the award of this contract for architectural/engineering services. Options available are:**

- a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.
- b. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.

I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the A/E Manual) shall apply to the contract awarded pursuant to this RFP and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFP. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFP and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFP, only the term "Agency" will be used herein.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

II. PURPOSE

The purpose of this RFP is to solicit proposals for the purposes of entering into a contract through competitive negotiations for the professional services of an Architectural/Engineering firm, authorized to do business in the Commonwealth of Virginia, with experience in planning, space programming, design documents preparation, construction document preparation, and construction administration of renovations with the participation of other outside consultants

The A/E shall provide professional services for the project described in Part V of this RFP consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

III. BACKGROUND

The Northern Virginia Training Center was constructed in 1965 and extensively renovated and added to in 1997 with 109,666 square feet of building area and is still using most of its building systems from the renovation. A new roof was installed on the majority of the building, but not on all of it. The front or administrative areas have a mansard roof with a single ply roof on the low sloped portion on insulation on steel deck on steel bar joists. The remainder of the roof has a single ply roof on insulation on steel deck on steel bar joists. The building is one story with a partial basement. The building is steel frame with masonry exterior walls, a mansard metal roof and an EPDM roof over the attic space. There is a partial basement for mechanical rooms (boiler room, chiller room, storage and miscellaneous areas).

The building is used for the administrative and business offices, residential and treatment of adult mental health patients of the Northern Virginia Mental Health Institute.

The building is fully sprinklered with a fire alarm system. The existing mechanical system (HVAC) is planned to remain.

The "design not to exceed" construction budget for this project is \$1,500,000.

IV. INFORMATION AVAILABLE

The Agency has a boundary and topographic survey of the property and full set of existing building plans and specifications that will be available to the firm to which the contract is awarded. The Agency has also developed a set of design plans, which may be used as guidance by the successful proposer. These items are not available for examination prior to the award of the contract for design.

V. SCOPE OF SERVICES:

The Agency's documents indicated in Section IV above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements of the A/E Manual. The following generally highlights the services that the A/E will be required to perform:

- A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a Schematic design of the project which meets the Agency's requirements and is within the stipulated "design-not-to-exceed" construction cost. Respond to all BCOM and other agency review comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- B. Provide complete construction contract documents with professional seals and signatures in accord with the procedures of the A/E Manual. Documents must be complete and ready for bidding not later than July 31, 2010.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. As applicable, develop and prepare construction documents for an Erosion and Sediment Control Plan and a Stormwater Management Plan. Obtain approvals from required Agencies.
- F. As applicable, coordinate entrance design with and obtain approval from the Virginia Department of Transportation office having jurisdiction.
- G. Coordinate the design of utility connections with local utility provider and obtain necessary approvals. Agency will pay filing fees and connections charges, as required.
- H. Prepare A/E cost estimates for the project per Chapter 8 and Appendix E of the A/E Manual.
- I. Represent the Agency by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings or any other group having interest in the project.
- J. Complete all forms and documents in formats required by the A/E Manual. Process in accord with the Agency's instructions.

- K. Provide services to assist the Agency in the bidding and award of the construction contract.
- L. Provide services for the construction phase, as required by the A/E Manual, for the administration of the contract

VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed \$100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website.

VII. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- C. The Respondent's proposal shall include: the completed and signed RFP cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed "Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and three (3) copies of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical.
- D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFP.
- F. To reduce the effort and expense of responding to RFP's, provide uniformity in the type

information requested, and enhance the review and evaluation process, the **standard Forms AE-1 through AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used by A/E's responding to State agency RFP's.**

- G. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the <http://forms.dgs.virginia.gov> website

VIII. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: Proposals shall be evaluated by the Agency using the following criteria:
1. Expertise, experience, and qualifications of the A/E's primary designer in each relative discipline for providing the services described in Section IV, Scope of Services.
 2. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.
 3. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
 4. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
 5. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
 6. Qualifications and experience of the A/E's project manager to be assigned to this project.
 7. A/E's recent (past 5 years) experience / history in designing projects within an established "Design-not-to-exceed" budget.
 8. A/E's experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes, Standards, Accessibility and Building Efficiency.
 9. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.
 10. Size of the firm relative to the size of the project(s).
 11. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection committee will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other

references.

- B. **AWARD OF CONTRACT:** After evaluation of the Proposals received in response to the RFP, the Agency shall engage in individual discussions and interviews with two or more proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. Proposers may also propose alternate concepts or methodology. Proprietary information from competing proposers (including any data on estimated manhours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors, provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by Section 2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews and on the basis of evaluation factors set forth in Section VIII and the information provided and developed in the selection process to this point, the Agency shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until such a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer.

IX. FEES:

The fee for services shall be negotiated on a lump sum basis considering the Scope of Services required, the estimated manhours required for each level/discipline and the typical labor rates for the various skill levels required for the work. The Memorandum of Understanding prepared by the Agency will document the negotiated acceptable labor rates for the various levels/disciplines and these rates will be used for any hourly rate work of the A/E that is authorized by the Agency.

X. ATTACHMENTS

Attachment A: Quarterly Utilization Report

ATTACHMENT A

A/E's UTILIZATION REPORT on
Small Businesses and Businesses Owned by Women and Minorities

Project Number: 720-10880-28-07

Project Name: Replace Roof, Northern Virginia Mental Health Institute

Firm Name: _____

The following dollar amount of goods or services were obtained from subcontractors who are certified to be minority-owned businesses (M); women-owned businesses (W); or small businesses (S) during the past calendar quarter for work or products directly traceable to the fulfillment of: of the above-stated contract.

Name of Subcontractor/ Vendor	Type: M, W or S	Subcontractor/ Vendor Phone Number	Services/Products Provided	Dollar Amount Spent
			A) Total this page	
			B) Total from additional pages.	
			C) Total Dollars (A&B)	
			D) Total Quarterly Value of Contract	

Note #1: This report must be submitted to the purchasing agency within 15 days after the end of each calendar quarter (March 31, June 30, September 30 and December 31).

Note #2: The definitions of reportable subcontractors/vendors are as follows:

- Minority-owned Business (M) – Any business concern that is at least 51 percent owned by a minority individual or individuals who are U.S. citizens and who also control and operate it.
- Women-owned Business (W) – Any business concern that is a least 51 percent owned by a non-ethnic woman (a minority woman is considered as a minority) who is a U.S. citizen and who also control and operate it.
- Small Business (S) – A corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.